

TOWNSHIP OF HILLIARD

Council Delegation Request Form

A delegation is an opportunity to appear before Council concerning an item on the agenda prior to Council's consideration of the matter.

Completed Forms shall be submitted to the Clerk-Treasurer and can be dropped off at the Township Office or emailed to twphill@parolink.net

Delegate(s) (Last Name: First Name):

Company Name (if representing a company, business, etc.):

Street Number/Street Name:

Town/City and Postal Code:

Email Address and Contact Number:

Meeting Date:

Please briefly state the purpose of the delegation below (must be concerning an item on the Agenda):

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council. Please note that all meetings are open to the public except where permitted to be closed under legislated authority.

Speaking to Council through a Delegation

A delegation is an opportunity to appear before Council concerning an item on the agenda prior to Council's consideration of the matter. Council welcomes and encourages public input.

- ❖ **Delegates are permitted to speak for up to ten (10) minutes** and successive extensions of ten (10) minutes may be granted under extraordinary circumstances
- ❖ Delegates are asked to proceed to the Delegation Table, if able, in order to address Council.
- ❖ Material relating to your delegation must be provided with the completed Delegation Request Form (however please note that hard copies of lengthy material, more than 4 pages, cannot be copied at the Township Office). If you are unable to provide your material prior to the distribution of the agenda, please bring hard copies of the material with you and have 8 copies for distribution to Council and staff.
- ❖ The Chair reserves the right to terminate a delegation or eject any members of a delegation for inappropriate comments or actions (please see Tips below).

Tips

The appropriate way to address Council is to preface their surname with Mayor or Councillor. For example: "Mayor Bolesworth", "Councillor Peckover".

All questions or comments shall be made through the Chair (Mayor Bolesworth unless absent).

Delegates must provide a copy of any additional information they present at the meeting for inclusion in the public record.

A person addressing Council shall not utilize profane/offensive words, hate speech, or insulting expressions and shall not impugn the reputation of any individual member/resident/individual.

Please contact the Clerk-Treasurer at 705-563-2593 or twphill@parolink.ca with questions or for more information.